



**TOWN OF EAST FISHKILL  
BUILDING AND ZONING DEPARTMENT**

330 Route 376, Hopewell Junction, NY 12533  
(845) 221-2427 Fax (845) 227-4018  
<http://www.eastfishkillny.org>

**POOL APPLICATION REQUIREMENTS \***

**ALONG WITH THE COMPLETED APPLICATION, PLEASE PROVIDE THE FOLLOWING ITEMS:**

- ☐ POOL INFORMATION/MANUFACTURER/MODEL/SPECS (COPY OF BROCHURE).
- ☐ ALARM INFORMATION/MANUFACTURER/MODEL/SPECS.
- ☐ A COPY OF SURVEY SHOWING PROPOSED LOCATION OF POOL, POOL EQUIPMENT AND PATIO WITH SETBACKS NOTED.  
**PLEASE NOTE: AN AS-BUILT STAMPED SURVEY WILL BE REQUIRED FOR IN-GROUND POOLS BEFORE A CERTIFICATE OF COMPLIANCE CAN BE ISSUED.**
- ☐ INSURANCE FORMS FROM CONTRACTOR OR "SELF" (See insurance info in permit application packet. Forms must be submitted with application. No faxing/emailing.)
- ☐ IF APPLICANT IS NOT THE HOME OWNER/PROPERTY OWNER, A SIGNED, NOTARIZED LETTER FROM THE OWNER WILL BE REQUIRED GRANTING PERMISSION TO APPLY FOR PERMIT. (Applicant may obtain signature on application from owner, thus notarized letter not required.)
- ☐ FEE: PLEASE SEE FEE SHEET ATTACHED TO THE PERMIT APPLICATION  
CASH OR CHECK MADE OUT TO: TOWN OF EAST FISHKILL  
**Note: Construction without a permit is double the fee**

\*Also applies to: Spas/Hot Tubs



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**REGULATIONS FOR POOLS / SPAS / HOT TUBS**

**PERMITS:**

Permits are necessary for *all* types of pools/spas/hot tubs 24" or higher.

EXCEPTION: "Temporary" pools do not require a permit, however, they cannot remain on the property for more than 180 days. If more than 24" in height, a 4 foot fence will be required.

**LOCATION:**

Pools/spas/hot tubs must be a minimum of 25 feet from the side and rear property lines (includes equipment) and are not permitted in front yard. If a patio is installed, a 15-foot setback must be maintained. Any deviation from approved, proposed location will require prior approval from the Building Department *prior* to excavation.

**BARRIERS:**

New York State requires a barrier around all pools/spas/hot tubs which are more than 24" high, but less than 48" high. A 4 foot fence surrounding an in-ground pool is mandatory, as well as an above-ground pool less than 48" in height (see attached copy of New York State Code barrier requirements).

**ALARMS:**

Each residential and/or commercial pool installed, constructed or substantially modified *after* 12/14/06 shall be equipped with an approved alarm.

**INSPECTIONS:**

A pre-permit inspection will be scheduled once a permit application is submitted. Pool location must be staked out and setbacks confirmed *prior* to excavation. Septic and underground utility locations must be identified *prior* to pre-permit inspection.

An electrical inspection must be completed by a certified New York State electrical inspector. A list of inspectors registered with the Town can be found in the permit application.

When fence is installed and electrical compliance has been satisfied, a final inspection from the Building Department is mandatory. When all inspections have been satisfied, the Building Department will issue a Certificate of Compliance.

**GENERAL INFO:**

Pool/spa/hot tub permits cannot be renewed. You have 1 year from the date permit is issued to complete construction and obtain a Certificate of Compliance.

All pools/spas/hot tubs must have a final inspection and Certificate of Compliance issued *before* they can be used.



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**POOL SETBACK AGREEMENT**

I am constructing a pool on \_\_\_\_\_ and am aware of the required setbacks. I am further aware that the following “as built” survey will be required of such pool (including pool equipment and fence) and prior to any ancillary improvements such as patio, deck, etc.

**IN-GROUND POOL REQUIREMENT:**

- Foundation “As Built” Survey (2 copies): This survey is required *before* pour, spray, and/or placement of pool. It must be submitted by the builder/permit holder and is reviewed to ensure that the pool location conforms to the filed/approved plans and property lines. This survey must be approved before any further work may be done on the property. I understand that a “stop work order” will be issued if I do not supply the Building Department with the “as built” at the appropriate time.

**BOTH IN-GROUND & ABOVE-GROUND POOL REQUIREMENT:**

- Final “As Built” Survey (2 copies): This survey may be required, at the discretion of the Building Inspector, based upon the proximity of the pool to the property lines. If required, provide upon completion of construction of the pool. It will be reviewed *prior to* issuance of a Certificate of Compliance and will include, but not necessarily be limited to pool, pool equipment, patios, fences, etc.

Furthermore, I fully understand that I will not receive any variances from the Zoning Board of Appeals for new construction, which does not meet the required setbacks.

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SIGNATURE OF BUILDER/OWNER

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NAME (PRINTED) OF BUILDER/OWNER



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**ABOVE-GROUND POOL INSPECTION SCHEDULE**

**You are required to schedule all inspections as indicated below with the Building Department during regular working hours and with a minimum of 48 hours' notice.**

- ☐ All electrical inspected by third party inspection agency.
- ☐ Final Inspection:
- ☐ Proper barrier in place including any locks that are required by NYS Code.
- ☐ Pool alarm installed. **Will be tested during inspection. You must have a one gallon container filled with water tied to a rope or some other means to retrieve container from pool.**

**\*\*\*\* APPROVED COPY OF BUILDING PLANS MUST BE ON-SITE WHEN WE MAKE AN INSPECTION \*\*\*\***



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**IN-GROUND POOL INSPECTION SCHEDULE**

**You are required to schedule all inspections as indicated below with the Building Department during regular working hours and with a minimum of 48 hours' notice.**

- ☐ Stake out / Silt fencing – **Prior to any ground disturbance** – Lot lines and corners of structure must be legibly marked and silt fence in place at time of inspection.
- ☐ Pool Walls – **Prior to concrete pour** – Formed foundation walls with proper reinforcing installed.
- ☐ Rough Electric – Inspection by approved Electrical Inspector.
- ☐ Pump with Vacuum Release.
- ☐ Gas Lines
  - ☐ Bonding / Pipe Support / Clearances
  - ☐ Inspection / Purge test from Gas Company
- ☐ Pool Alarms.
- ☐ Pool Enclosures as per NYS Residential Codes – Fencing & Gates
- ☐ **FINAL AS-BUILT SURVEY PRIOR TO C.O. INSPECTION, IF REQUIRED.**
- ☐ INT / EXT Finish – After completion of all work including final grading and Final Electrical Inspection, if required.

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